

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** XXX **ISSUE:** Standard
2. **DRD NO.:** **STD/CM-CMP**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Configuration Management Plan
7. **DESCRIPTION/USE:** To describe the contractor's method for accomplishing the configuration management requirements of the contract.
8. **OPR:** ED03 9. **DM:**
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 60 days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:**
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Configuration Management Plan (CMP) provides the contractor's proposed management approach for implementation of configuration management.
- 15.2 **APPLICABLE DOCUMENTS:**
MSFC-STD-3394 *Standard for Contractor Configuration Management, MSFC Programs/Projects*
- 15.3 **CONTENTS:** The CMP shall provide the information defined in MSFC-STD-3394, Appendix A.
- 15.4 **FORMAT:** Contractor format is acceptable with MSFC approval.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue. Update as required to maintain current with program changes.

NOTE to STD/CM-CMP

Sample Statement of Work words* for standalone CMP:

“Configuration Management. The contractor shall implement Configuration Management (CM) on hardware, firmware and software in accordance with MSFC-STD-3394. The contractor’s CM program shall provide the following: (1) configuration identification, (2) configuration control, (3) configuration status accounting, and (4) configuration management verification and audits. The contractor shall generate and deliver a Configuration Management Plan (CMP) in accordance with DRD STD/CM-CMP, which defines the contractor’s CM program and methods for implementation of the contract requirements. The contractor shall provide the workforce, facilities and materials required to implement the CM program requirements, including the generation, updates and maintenance of all technical documentation.”

Sample Statement of Work words* (used when adding CMP to Project Management Plan):

“The contractor shall implement a Configuration Management (CM) program that provides (1) configuration identification (drawings and specifications), (2) configuration control, (3) configuration status accounting, and (4) support for reviews and audits required for the program defined within this contract.

*****Sample complete CM SOW section available from CDRM.*****

NOTE:
These instructions on DRD applicability are not a part of the DRD and should not be included in a DPD.